

**HQ AIR RESERVE PERSONNEL CENTER  
DENVER CO**



**DFAS-DE 5210.2 R  
ARPC SUPPLEMENT 1  
28 October 1998**

**Security**

**RESOURCE PROTECTION PROGRAM**

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OPR: HQ ARPC/RM  
(Col Michael E. Gebhardt)

Certified by: HQ ARPC/CC  
(Col Margie L. Humphrey)  
Pages: 7  
Distribution: F

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*(Affix to the front of the publication)*

**This supplement applies only to HQ ARPC personnel. DFAS-DE 5210.2-R, April 1, 1998, is supplemented as follows:**

**D. RESPONSIBILITIES.**

**(Added) D1. ARPC Commander.**

- Conducts periodic evacuation drills.
- Assumes on-site command and oversees evacuation operations.
- Assesses the situation based on inputs from DFAS-DE, directors, and emergency responders.
- Relays the “all clear” message to ARPC directors. This message indicates that it is safe for employees to return to their work areas.
- During a real emergency, begins planning next phase with directors using Continuity of Operations Plan.

**(Added) ARPC Directors.**

- Ensure proper evacuation routes are posted in their directorates.
- Ensure supervisors update personnel rosters. They should document such items as names of employees gained and lost and employees not at work with the appropriate reason (e.g., TDY, scheduled day off, sick, or annual leave). Keeping these rosters current will facilitate accounting for all employees in case of a building evacuation.
- Assign primary and alternate employees to notify those with hearing impairments that evacuation has been ordered and to accompany these hearing impaired employees to assembly area for proper employee accounting and communication of information as events unfold.

- Assign and train primary and alternate employees to help physically challenged employees and others needing assistance with oxygen tanks, negotiating stairs, and departing the building.
- When the evacuation order is initiated, ensure all employees in directorate are notified to depart immediately.
- Determine which employees are not accounted for and provide these names to the Communication Controller.
- Continue to try to locate employees not accounted for.
- Issue the “all clear” message to employees when received from the ARPC Commander.

**(Added) Director, Resource Management and Support Services.**

- Communicates as required with DFAS Safety Office, Senior Floor Monitor, and detailed personnel.
- Communicates names of employees who are not accounted for to the ARPC Commander.
- Briefs ARPC Leadership Team on results of building evacuation drills.

**(Added) Chief, Logistics, Safety, Education, and Training Division.**

- Is the Senior Floor Monitor.
- Determines which Floor Monitors “sweep” which floors.
- Supervises the orderly movement of ARPC employees during evacuation.
- Oversees Floor Monitors’ “sweep” of each floor.
- Evacuates the building with the Floor Monitors and communicates that there are no employees remaining on the ARPC side of the building and any other findings to the Commander.

**(Added) Floor Monitors (two on second floor and two on third floor).**

- Inform employees who are not aware of the evacuation order to leave the building immediately.
- “Sweep” all areas on ARPC’s portion of the second and third floors completely to ensure all employees have evacuated the ARPC side of the building.

**(Added) Communication Controller.**

- Communicates names of employees who are not accounted for to the Director, Resource Management and Support Services.

**(Added) Road Guards will position themselves in the following places:**

- One in front of the building to ensure employees use only the north-south sidewalk enroute to the assembly area.
- One near the southeast corner of the building to ensure employees walk around the east pad, vice walking close to the building, enroute to the assembly area.
- One on Irvington Place to ensure traffic allows employees to cross the street safely.

**(Added) The Orderly Room appoints:**

- Two Floor Monitors.
- One Communication Controller.

- Three Road Guards.

KIRK A. JAMISON  
Chief, Systems Services Division  
Directorate of Communications  
and Information

**Appendix D--(added) Evacuation Monitor Procedures Search Techniques**  
**Appendix E—(added) HQ ARPC THREATCON Condition Implementation Checklist**  
**Appendix F—(added) Evacuation Assembly Area**  
**Attachment 1—Evacuation Map**

## **(Added) APPENDIX D**

### **EVACUATION MONITOR PROCEDURES/SEARCH TECHNIQUES**

#### **4b. ARPC Employees.**

##### **(Added) 4b (5).**

- Use of elevators during building evacuation is prohibited.
- Some ARPC employees may require assistance exiting the work area and building. Employees assigned this responsibility should assist as required. Employees needing assistance should make their supervisors aware of their needs, even if the employee's need is only for a limited time.
- Employees having visitors in their areas will ensure the visitors evacuate the building. Leaders of training sessions and meetings will ensure employees in the training and meeting rooms are briefed on the proper evacuation routes.
- Employees exiting from the north side of the building should use the north-south sidewalk enroute to the assembly area and be watchful of traffic in island parking. Employees exiting from the south side of the building should walk along the south side of the east pad, then turn north and walk along the east side of the east pad and across Irvington Place to the assembly area. Employees should exercise extreme caution while they are walking from the building to the assembly area to avoid high-speed emergency vehicle traffic.

## **(Added) APPENDIX E**

### **HQ ARPC THREATCON CONDITION IMPLEMENTATION CHECKLIST**

**3. THREATCON ALPHA:** This condition is declared as a general warning of possible terrorist activity, the nature and extent of which are unpredictable, when the circumstances do not justify full implementation of measures contained in a higher THREATCON. This condition may last for a long period of time.

**ACTION 1.** Directors will remind ARPC employees to be suspicious and inquisitive about strangers in the work place. Special attention should be given to those carrying briefcases, packages, or other noticeable items, especially those left unattended. If any of the above actions are recognized, ARPC employees should immediately notify the Denver Center Security Office at extension 6-7095 or 6-6011 or the Denver Police Department at 911. OPR: Directors.

**ACTION 2:** ARPC/RM will post signs at the east doors informing both incoming and outgoing employees of the current THREATCON level. OPR: ARPC/RM

**ACTION 3:** ARPC/RM will communicate with DFAS-DE/CW periodically about increased security measures and keep the Commander informed. OPR: ARPC/RM.

**ACTION 4:** Directorates will conduct in-depth physical inspections of their work, storage, and controlled areas and conference rooms. When inspections are completed, rooms not

used will be locked. ARPC/DA will take additional security measures for their controlled areas. OPR: Directorates.

**ACTION 5:** Directors will inform employees that DFAS-DE/CW will instruct building security guards to increase security spot checks on persons entering the building and increase spot checks on vehicles entering the Denver Center back dock area. OPR: Directors OCR: DFAS-DE/CW, Sec Gds.

**ACTION 6:** Directors will inform employees that DFAS-DE/CW will instruct security guards to increase patrolling of Denver Center parking lot areas for suspicious or unmarked vehicles. OPR: Directors OCR: DFAS-DE/CW, Sec Gds.

**ACTION 7:** Directors will inform employees that DFAS-DE/CW will notify security guards to increase closed circuit television surveillance. OPR: Directors OCR: DFAS-DE/CW, Sec Gds.

**ACTION 8:** ARPC/SC will review and implement security measures for high-risk persons. OPR: ARPC/SC.

**ACTION 9:** Directors will remind employees to relay all media inquiries to PA. OPR: Directors OCR: ARPC/PA

**4. THREATCON BRAVO:** This condition is declared when there is an increased and more predictable threat of terrorist activity even though no particular target has been identified. This condition may be sustained for a long period of time.

**ACTION 10:** Directorates will complete THREATCON ALPHA action items, and directors will warn employees of any known form of expected terrorist attacks. OPR: Directorates.

**ACTION 11:** Employees involved in implementing antiterrorist contingency plans will be placed on call 24 hours per day. OPR: Directorates.

**ACTION 12:** Directors will inform employees that DFAS-DE/CW will instruct guards to increase vigilance in monitoring Denver Center back dock area. OPR: Directors OCR: DFAS-DE/CW, Security Guards.

**ACTION 13:** Directorates will secure and periodically inspect all rooms and storage areas not in regular use. OPR: Directorates.

**ACTION 14:** Directors will inform employees that DFAS-DE/CW will increase examination of all mail for letter or parcel bombs. In the event a suspicious piece of mail is delivered to ARPC, employees will immediately contact SC for inspection. OPR: Directors OCR: DFAS-DE/CW.

**ACTION 15:** Directors will inform employees that DFAS-DE/CW will instruct building security guards to inspect all deliveries made to the service areas in the rear of the Denver Center. OPR: Directors OCR: DFAS-DE/CW, Security Guards.

**ACTION 16:** ARPC/RM will continue to make the Command Section and directors aware of the general situation in order to stop rumors and prevent unnecessary alarm. OPR: ARPC/RM.

**ACTION 17:** Directors will inform employees that DFAS-DE/CW will instruct security guards to conduct 100% photo identification of all personnel entering the building. If a building badge is left at home and no other picture identification is available, an employee must be signed in by a co-worker or must return home for a badge. OPR: Directors OCR: DFAS-DE/CW, Security Guards.

**ACTION 18:** All visitors must be escorted in the building at all times. OPR: Directorates

**ACTION 19:** Directors will inform employees that DFAS-DE/CW will instruct security guards to operate random patrols to check vehicles, people, and all areas within the Denver Center. OPR: Directors OCR: DFAS-DE/CW, Security Guards.

**ACTION 20:** Directors will remind ARPC employees to lock their parked vehicles and to be extremely cautious before entering and driving their vehicles. OPR: Directors.

**ACTION 21:** Directorates will strictly enforce access to controlled areas; search all briefcases, packages, handbags, and other containers; and conduct 100% identification checks of personnel. OPR: Directorates.

**5. THREATCON CHARLIE:** This condition is declared when a specific incident occurs or when intelligence is received indicating that some form of terrorist action is imminent.

**ACTION 22:** Directorates will complete THREATCON ALPHA and BRAVO action items, and directors will warn employees of expected terrorist attacks. OPR: Directorates.

**ACTION 23:** ARPC/RM will ascertain the positioning of armed guards from DFAS-DE/CW and communicate this information to the Commander. OPR: ARPC/RM.

**ACTION 24:** The Squadron Commander or the First Sergeant will assign military personnel to guard all entrances to the Command Section, which will be classified as a controlled area. Guards will conduct a 100% photo identification of all personnel who desire to enter. OPR: ARPC/CCQ/CCF.

**ACTION 25:** Directors will remind ARPC employees that DFAS-DE/CW will limit building access points to an absolute minimum. Visitors seeking to enter the building to use such areas as the credit union and the barber shop will not be allowed to enter. OPR: Directors OCR: DFAS-DE/CW, Security Guards.

**ACTION 26:** Directors will remind ARPC employees that DFAS-DE/CW will instruct security guards to search vehicles entering the service area located in the rear of the Denver Center. OPR: Directors OCR: DFAS-DE/CW, Security Guards.

**ACTION 27:** Directors will remind ARPC employees that DFAS-DE/CW will instruct guards to increase patrolling in and around the Denver Center. OPR: Directors OCR: DFAS-DE/CW, Security Guards.

**ACTION 28:** Directors will instruct employees to remain in the building, even for matters of convenience, such as smoking breaks. OPR: Directors.

**6. THREATCON DELTA.** This condition applies in the immediate area where a terrorist attack has occurred or when intelligence has been received that terrorist action against a specific location is likely. Normally, this THREATCON is declared as a localized warning. This condition may be sustained for a short period of time.

**ACTION 29:** Directorates will implement all THREATCON ALPHA, BRAVO, and CHARLIE action items. OPR: Directorates.

**ACTION 30:** Directors will warn employees of expected terrorist attacks, if known. OPR: Directors

**ACTION 31:** All normal operations will shut down. OPR: Directorates

**ACTION 32:** Directors will implement procedures to safeguard employees. OPR: Directors.

**ACTION 33:** Directors will remind ARPC employees that DFAS-DE/CW will maintain contact with Denver Police Department about closing roads and facilities that might make the Gilchrist Building vulnerable to terrorist attack. OPR: Directors OCR: DFAS-DE/CW, Denver Police Department.

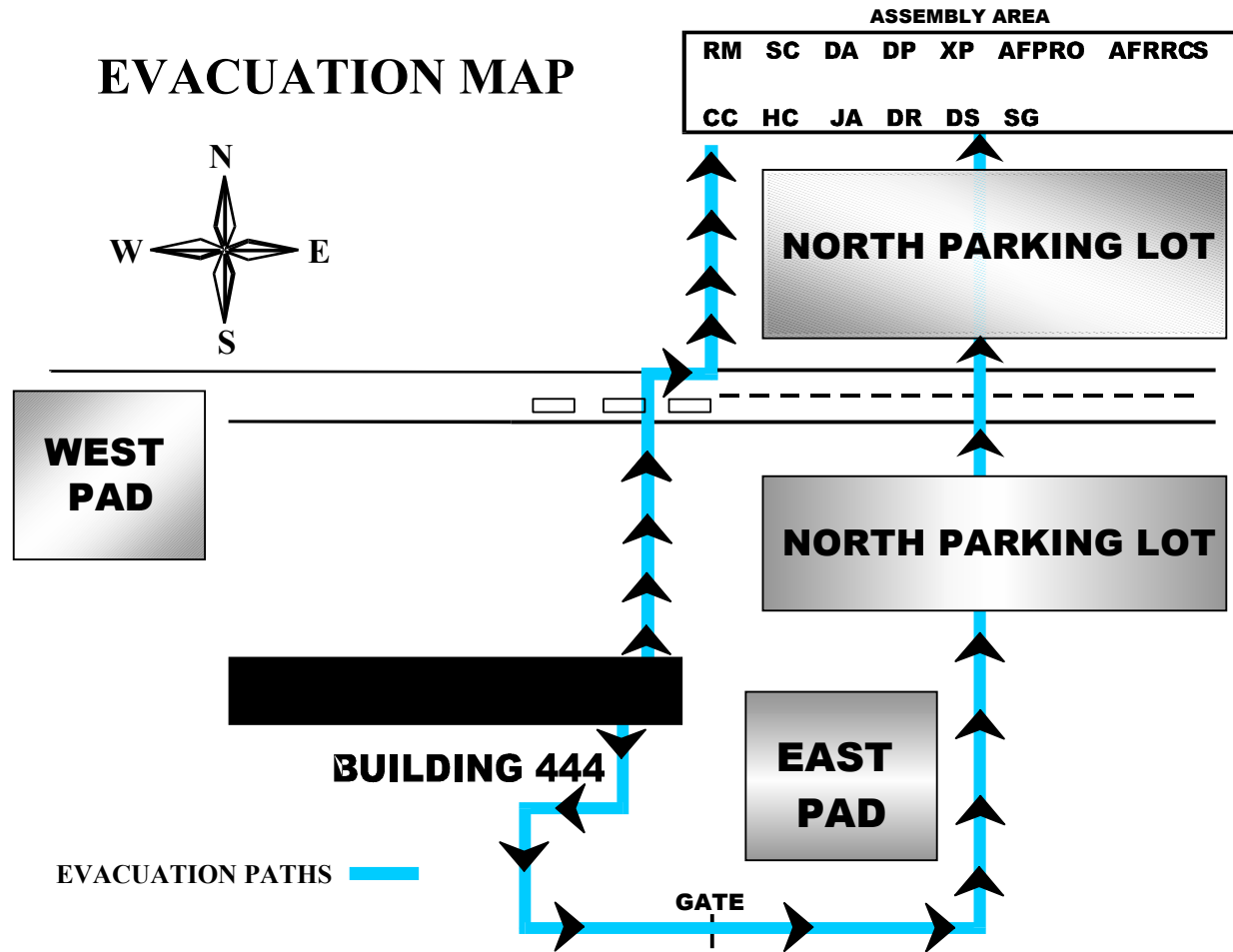
## **(Added) APPENDIX F**

### **EVACUATION ASSEMBLY AREA**

The evacuation assembly area is located along the north side of the north parking lot. Employees will assemble by directorate in this area.

## **Attachment 1**

### **EVACUATION MAP**





**DEPARTMENT OF DEFENSE  
FINANCE AND ACCOUNTING SERVICE - DENVER CENTER  
DENVER, COLORADO 80279-8000**

DFAS-DE REGULATION  
NO. 5210.2-R

March 1, 1996

**THE DEFENSE FINANCE AND ACCOUNTING SERVICE - DENVER CENTER  
RESOURCE PROTECTION PROGRAM**

A. **PURPOSE**. This regulation implements policy and assigns responsibility required for the protection of Defense Finance and Accounting Service - Denver Center (DFAS-DE) resources. Also provided are guidance and procedures to follow if the Denver Center is subjected to a bomb threat, explosion, or threat condition (THREAT-CON), using the public address (PA) system, as directed by the DFAS-DE Director. .

**PURPOSE**. This regulation implements policy and assigns responsibility required for the protection of Defense Finance and Accounting Service - Denver Center (DFAS-DE) resources. Also provided are guidance and procedures to follow if the Denver Center is subjected to a bomb threat, explosion, or threat condition (THREAT-CON), using the public address (PA) system, as directed by the DFAS-DE Director.

B. **APPLICABILITY AND SCOPE**. This regulation applies to all associates of DFAS-DE and tenant organizations.

**APPLIC**

C. **POLICY**. All associates will make every effort to safeguard and protect both personnel and property. Mission-accomplishment safety will not be jeopardized..

D. **RESPONSIBILITIES**..

1. Supervisors and security managers are responsible for identifying, in writing, areas and items requiring protection in their directorates. Deputies and directors review, note their concurrence or nonconcurrence, and forward recommendations to the Security Office (W).

2. Directorates must ensure that all work requests for changes to security-related items are coordinated with DFAS-DE/W, in writing, and approved by the Resource Protection Executive Committee (RPEC).

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3. DFAS-DE/W (Directorate of Support Services):.

a. Serves as the co-chair of the RPEC on matters pertaining to protecting those resources most essential to the mission, most sensitive and valuable, and most irreplaceable.

b. Provides recommendations to the RPEC.

4. DFAS-DE/W (Security Office):

a. Serves as the focal point for overall Denver Center security protection and operational security requirements.

b. Provides technical advice and assistance to DFAS-DE/W.

c. Ensures action is taken on the RPEC decisions and takes follow-up action. .

Ensures

5. Directorates with controlled areas appoint a primary and alternate controlled-area monitor and submit the names in writing to DFAS-DE/W, as appropriate. Monitors are responsible for managing their controlled areas, providing training, and preparing operating instructions and conducting quarterly self inspections using the Resource Protection Checklists (Appendices A and B).

E. **PROCEDURES**.

1. Controlled Areas. Procedures for limited-access areas and special areas. are addressed in DFAS-DE 3000.3-P, The Defense Finance and Accounting Service - Denver Center Resource Protection Plan.

Con

2. Bomb Threats:

a. The person receiving a threat by telephone will:

(1) Listen intently and record the conversation accurately on DFAS-DE Form 137, Bomb Threat Aid (Appendix C). These forms are to be maintained at each telephone, and all associates should be familiar with the format..

(2) Keep the caller on the line and talking as long as possible.

(3) Have a co-worker call security, extension 67095.

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(4) If the caller hangs up, keep the receiver off the hook and call security on a different phone.

b. Written message:

(1) Minimize the handling of messages.

(2) Notify security.

c. Hearing-impaired individuals should call 1-800-659-2656 on their telecommunication devices for the deaf (TDD) to notify security forces.

3. For search without evacuation:

a. DFAS-DE/D (Director):

(1) Decides whether or not to evacuate associates.

(2) Informs security of decision. Notifies the disaster preparedness officer (DPO), extension 67615.

b. Directorate Disaster Preparedness Representatives (DPR):

(1) Develop and maintain search techniques and briefings for monitors. (1)

Develop

(2) Coordinate with DPOs to begin search, brief monitors on search procedures, dispatch to search areas, and await monitors' reports.

(3) Coordinate and report findings to DPOs at 66681.

c. Evacuation Monitors:

(1) Make required visual search in accordance with the checklist and briefing.

(2) Notify respective DPR of any strange objects. DO NOT TOUCH OR MOVE IN ANY MANNER. Give exact location. If nothing is found, report the negative finding to DPR.

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d. DPOs coordinate with DPRs and monitors on progress of search and information proceedings. Appoint extra associates to assist in the search.

e. Deputies and directors remain in respective directorates and monitor proceedings. Appoint extra associates to assist in the search..

f. All associates remain in work areas until notified otherwise..

g. Public Affairs representatives will be ready for any change in status..  
Public Affairs representatives will be ready for any change in status.

h. Security managers/custodians develop procedures for securing all classified material.

4. For total evacuation (Appendix D):

a. DFAS-DE/D (Director):

(1) Decides on evacuation of associates.

(2) Orders evacuation of the building by PA system. (If the PA system is inoperative, alternate means of notification must be established.)

(3) Informs DFAS-DE/W.

(4) Proceeds to on-scene control point. The on-scene point is in front of building 407 unless the condition dictates otherwise.(4)

b. Directorates' DPRs proceed to respective lobbies to await the evacuation monitors' findings. Coordinate and report findings to the on-scene control point.

c. Evacuation Monitors:

(1) Make visual inspection and search of zone.

(2) Notify respective DPRs of any strange objects. DO NOT TOUCH OR MOVE IN ANY MANNER. Give exact location. If nothing is found within 15 minutes, proceed to respective lobbies and report to DPRs.

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(3) Proceed with DPOs and DPRs to on-scene control point for further instructions. (3) Proceed with DPOs and DPRs to on-scene control point for further instructions.

d. Directors instruct employees to:

(1) Visually check immediate work area and report any unusual objects to their evacuation monitor.

(2) Proceed to nearest safe exit..

(3) Move at least 300 feet from the building.

(4) Follow any additional instructions given by on-scene commander support associates.(4) Follow any additional instructions given by on-scene commander support associates.

(5) Stay off roadways and do not block entrances or access roads used by emergency vehicles.

e. Public Affairs: Coordinate with the DFAS-DE Director.

f. Security managers/custodians will secure all classified material..  
Security managers/custodians will secure all classified material.. Security managers/custodians will secure all classified material.

F. **THREATCONS.**

1. Upon notification by higher headquarters or the Crisis Control Center of a THREATCON, DFAS-DE/D will implement portions of the THREATCON Checklist (Appendix E).

2. DFAS-DE/W will maintain close liaison with DFAS-DE/D to ensure required actions are being taken as outlined in Appendix E.

G. **EFFECTIVE DATE.** This regulation is effective immediately.

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Sheila R. Woodcock  
Chief, Administrative Support Division  
Directorate of Support Services

#### APPENDICES

- A. Resource Protection - Controlled-Area Inspection Checklist
- B. Resource Protection - Survey Checklist
- C. DFAS-DE Form 137, Bomb Threat Aid
- D. Evacuation Monitor Procedures/Search Techniques
- E. THREATCON Implementation Checklist

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**APPENDIX A**

<b>RESOURCE PROTECTION CHECKLIST</b>				
<b>ITEM</b>	<b>OPR</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>CONTROLLED-AREA INSPECTION</b>				
1. Have the unit controlled-area monitor and alternate been designated, in writing, by the director?				
2. Has a copy of the letter designating the unit controlled-area monitor and alternate been sent to the Security Office?				
3. Is controlled-area training documented?				
4. Are semiannual controlled-area surveys being conducted by owner or user associates as required?				
5. Do surveys evaluate resources protection awareness of associates and does the report make appropriate comments?				
To include:				
a. Are all associates within the controlled area receiving initial and follow-up training from the controlled-area monitor?				
b. Does this training include:				
(1) Proper protection of building badge				
(2) Proper wearing of the building badge				
(3) Challenging any person within a controlled area who is not wearing a building badge or whose activity or presence in the area appears questionable				
(4) How to verify identity by checking identification against other identifying data				
(5) Actions to be taken if there is any doubt as to another person's right to be in the area, even though that individual's identity has been established.				

**Abbreviations/Acronyms Used In This Appendix (not previously identified): OPR - office of primary responsibility; N/ - not applicable**

<b>RESOURCE PROTECTION CHECKLIST</b>				
<b>ITEM</b>	<b>OPR</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
(6) Promptly requesting security assistance if another person's identity or right to be in the area cannot be verified				
(7) Promptly reporting the loss or misuse of a building badge to the Security Office				
6. Are director's responsible for controlled areas ensuring that associates who work in controlled areas receive initial and follow-up training in protection responsibilities?				
7. Has the area been specifically designated by the DFAS Director as a controlled area?				
8. Are the boundaries of the area properly posted and clearly defined?				
9. Are the number of entrances to the controlled area the minimum necessary for safety, efficiency, and operational control?				
10. Except where a sign would tend to compromise the location of a controlled area, are controlled-area signs posted in conspicuous and proper places (usual entrances, boundaries, etc.)?				
11. If controlled-area fencing is used, does it meet the following requirements?				
a. Is the fence fabric chain link (galvanized, aluminized, or plastic-coated woven steel), two-inch square mesh, nine gauge diameter wire, including coating?				
b. Are posts, braces, and other structural components on the inside of the fence?				
c. Is the fence at least six feet high (excluding any outriggers)?				
d. Is the fence within two inches of firm ground?				



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RESOURCE PROTECTION CHECKLIST				
ITEM	OPR	YES	NO	N/A
e. Are gates structurally comparable to the fence, and do they provide the same resistance to penetration as the adjacent fence?				
f. Are gates locked or staffed?				
g. Are drainage structures and water passages penetrating the barrier barred to form obstacles to unauthorized entry equivalent to the fence itself?				
h. Are drainage and water passages with a cross-sectional area greater than 96 square inches, protected by welded bar grills, securely fastened?				
i. Is vegetation in and around the fence line controlled?				
12. Are there any burned out or defective lights?				
13. Does the unit/agency inspected have a copy of the most current inspection report?				
14. Have all deficiencies noted in the previous report been corrected?				

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**APPENDIX B**

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RESOURCE PROTECTION CHECKLIST				
ITEM	OPR	YES	NO	N/A
1. Are hinges strong enough to withstand the rigors of constant use and the unusual weight of the doors?				
2. Are exposed hinge pins fixed, peened, spot welded, or otherwise secured, to prevent removal?				
3. Are hinge mounting screws exposed to the outside?				
4. Are windows, ducts, vents, or similar large openings equipped with hardened steel bars and high-carbon manganese steel mesh with a two-inch grid?				
5. Are steel bars and wire mesh, as outlined in item 4, securely embedded in the structure or welded to a steel frame?				
6. Are entrances to the facility and the funds storage room well lit?				
7. Are switches for exterior lights installed so they are not accessible to unauthorized personnel?				
8. Are doors used for access to funds storage rooms locked with, as a minimum, locks and hasps or a key-actuated deadbolt with at least a one-inch throw?				
9. Are key-control procedures developed (in writing) by the owner or user and approved by the Security Office?				
10. Does the fund/property activity custodian responsible for funds/property protected by an alarm system provide the  Security Office the names of associates authorized to open or close the alarm containers or areas, and is this list updated as changes occur?				
11. If a night depository is required, has the fund custodian developed written procedures covering the operation and use of the night depository?				
12. Has the fund/property custodian established written procedures for handling and safeguarding funds/property?				

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RESOURCE PROTECTION CHECKLIST				
ITEM	OPR	YES	NO	N/A

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13. Is SF Form 702, Security Container Check Sheet, affixed to each container?				
14. Do custodians record all openings/closings of fund containers on SF Form 702?				
15. If a second associate is not available when the container is closed, does the associate locking the container check it again and initial both the closed and check blocks on the SF 702?				
16. Is SF 700, Security Container Information, posted on the inside of the locking door or drawer?				
17. Are funds/property stored in a container NOT used to store classified material?				
18. If the safe weighs less than 500 pounds and is not protected by identification are:  a. The casters removed and is the safe secured to the premises?  b. Is the container secured to the premises by fastening with bolts or heavy metal straps?				
19. Is the container combination carefully controlled and restricted to a minimum number of associates?				
20. Are robbery checklists posted in/near cash-handling areas?				
21. Has the custodian developed written procedures for handling and safeguarding funds/property and ensured that <u>all</u> associates are familiar with these procedures? Do the written procedures include, as a minimum:  a. Actions taken if a robbery is attempted during duty hours? b. Positive controls of alarm system key boxes?				
22. Are all deviations to protection standards coordinated with the Security Office?				
23. Are all blank check stocks stored in a locked container such as a safe or metal filing cabinet?				
24. Do associates on the list authorized to open/close intrusion detection system-protected containers or areas notify the Security Office at extension 66011 before opening/closing alarmed containers/areas?				

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<b>RESOURCE PROTECTION CHECKLIST</b>				
<b>ITEM</b>	<b>OPR</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
25. Does the facility have an intrusion detection system warning sign posted?				

26. Has a resource protection folder been established by the facility?				
27. Have fund activity custodians prepared office instructions for handling and safeguarding funds/property and ensured that all associates are familiar with and comply with these procedures? Do these operating instructions include the following?  a. Escort procedures  b. Robbery procedures  c. Procedures for custodian or designee response to alarm activations after duty hours  d. Recording and routing work orders of security-related jobs/repairs  e. Procedures for opening and closing the facility  f. Procedures to activate/deactivate the alarm system				
28. Is the resource protection program manager contacted prior to alterations of the facility that would affect security?				

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**APPENDIX C**

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## **EVACUATION MONITOR PROCEDURES/SEARCH TECHNIQUES**

1. In case of a bomb threat, DFAS-DE/W notifies evacuation monitors.
2. Associates designated on the current list of fire zone marshals and alternates also serve as evacuation monitors for DFAS-DE and their respective tenants.
3. Evacuation Monitors:
  - a. Make a thorough search of assigned zone and report to DPR. (See paragraph 4a(3) below.)
  - b. DO NOT touch strange or suspicious objects.
4. Responsibilities:
  - a. Fire marshal/evacuation monitors and alternates:
    - (1) Make at least biweekly checks of working areas within zone of responsibility to be familiar with area; then, if a search is necessary, strange packages, objects, etc., can be readily identified.
    - (2) In the event of a bomb threat:
      - (a) Cause zone to be evacuated when so directed.
      - (b) Make visual inspection of area. If an unidentified object is found, standby to assist with security issues.
    - (3) Notify DPOs, extension 6-7615, or DPR of any strange objects. **DO NOT TOUCH OR MOVE ANY OBJECT IN ANY MANNER.**
  - b. Associates:

- (1) Practice good housekeeping. Get rid of extra boxes, files, etc. (1) Practice good
- (2) Report any strange objects to zone fire marshal or alternate.
- (3) Evacuate when instructed. Follow the evacuation plan unless it is not possible to do so (use exits other than those designated in plan). Once outside, move at least 300 feet from the building.
- (4) If a bomb threat is received, follow the instructions on the blue card posted by your telephone, DFAS-DE Form 137, Bomb Threat..

5. Search Techniques:

- a. DO NOT touch strange or suspicious objects.
- b. Search community areas first, e.g. latrines, hallways, etc.
- c. Enter room: Stop--listen for unusual noises.
- d. Divide room in half, and team members separate.
- e. Working toward each other, search from floor level to waist level..
- f. Return to starting point and search waist level to ceiling.
- g. Search false ceilings, if possible.

THREATCON IMPLEMENTATION CHECKLIST		
ITEM	OPR	OCR
<p>A. Upon notification by Headquarters or the Crisis Control Center of THREATCON, DFAS-DE/D will review applicable portions of the DFAS-DE Operation Plan, and implement portions of this checklist, as required. During all THREATCONS DFAS-DE/W will maintain close liaison to coordinate required actions and ensure all Denver Center employees are aware of THREATCONS and actions required by them.</p> <p>B. <b>THREATCON ALPHA</b> - This condition is declared as a general warning of possible terrorist activity, the nature and extent of which are unpredictable, when the circumstances do not justify full implementation of measures contained in a higher THREATCON. However, it may be necessary to implement selected measures from THREATCON BRAVO.</p> <p><b>ACTION 1:</b> At regular intervals, DFAS-DE/W reminds respective employees to be suspicious and inquisitive about strangers, particularly those carrying suitcases or other containers; to be alert for unidentified vehicles near the Denver Center; and to be alert for abandoned parcels, suitcases, or any unusual activity.</p> <p><b>ACTION 2:</b> Designated DFAS-DE/W associates will be placed on call to ensure availability in the event an explosion or attack occurs after normal duty hours.</p> <p><b>ACTION 3:</b> DFAS-DE/W will instruct directorates to secure rooms and storage areas not in regular use.</p> <p><b>ACTION 4:</b> DFAS-DE/W will instruct building security guards to increase security spot checks on persons entering the building and increase spot checks on vehicles entering the Denver Center back dock area.</p> <p><b>ACTION 5:</b> DFAS-DE/W will instruct security guards to increase patrolling of Denver Center parking lot areas for suspicious or unmarked vehicles.</p> <p><b>ACTION 6:</b> DFAS-DE/W will instruct security guards to increase inspection of the interior and exterior of the Denver Center, looking for suspicious activity or packages.</p>	<p>DFAS-DE/W</p> <p>DFAS-DE/W</p> <p>DFAS-DE/W</p> <p>DFAS-DE/W</p> <p>DFAS-DE/W</p> <p>DFAS-DE/W</p>	<p></p> <p></p> <p></p> <p>Sec Gds</p> <p>Sec Gds</p> <p>Sec Gds</p>

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<b>ACTION 7:</b> DFAS-DE/W associates will review all plans and logistics requirements related to the introduction of higher THREATCONS.	DFAS-DE/W	
<b>ACTION 8:</b> DFAS-DE/W will review and implement, as appropriate, security measures for high-risk persons.	DFAS-DE/W	
<b>ACTION 9:</b> DFAS-DE/W will notify directorates to increase security in their respective controlled areas.	DFAS-DE/W	DFAS-DE/W and M
<b>ACTION 10:</b> DFAS-DE/W will notify security guards to increase closed circuit television (CCTV) surveillance.	DFAS-DE/W	Sec Gds
<b>ACTION 11:</b> Reserved		
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C. <b>THREATCON BRAVO</b> - This condition is declared when there is an increased and more predictable threat of terrorist activity even though no particular target has been identified.		
<b>ACTION 12:</b> DFAS-DE/W will repeat ACTION 1 and warn associates of any known form of attacks expected by terrorists.	DFAS-DE/W	
<b>ACTION 13:</b> DFAS-DE/W associates involved in implementing antiterrorist contingency plans will be placed on 24-hour call.	DFAS-DE/W	
<b>ACTION 14:</b> DFAS-DE/W will review DFAS-DE Operation Plan for measures contained in the next THREATCON.	DFAS-DE/W	
<b>ACTION 15:</b> DFAS-DE/W instructs guards to increase vigilance in monitoring Denver Center back dock area.	DFAS-DE/W	Sec Gds
<b>ACTION 16:</b> DFAS-DE/W will inform directorates to secure and regularly inspect all rooms and storage areas not in regular use.	DFAS-DE/W	Directorates
<b>ACTION 17:</b> DFAS-DE/W will instruct building security guards to inspect, at regular and frequent intervals, the interior and exterior of buildings in regular use for suspicious packages.	DFAS-DE/W	DFAS-DE/WA

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<p><b>ACTION 18:</b> DFAS-DE/W will instruct DFAS-DE/WA to examine all mail for letter or parcel bombs. (This examination is increased above normal.)</p> <p><b>ACTION 19:</b> DFAS-DE/W will instruct building security guards to inspect all deliveries made to the service area in the rear of the Denver Center.</p> <p><b>ACTION 20:</b> DFAS-DE/W will continue to make staff and dependents aware of the general situation in order to stop rumors and prevent unnecessary alarm.</p> <p><b>ACTION 21:</b> DFAS-DE/W will, at an early stage, inform all directorates of any action being taken and why.</p> <p><b>ACTION 22:</b> DFAS-DE/W will instruct security guards to physically inspect visitors entering the Denver Center and their suitcases, parcels, and other containers. Conduct 100% positive photo identification of all personnel entering the building.</p> <p><b>ACTION 23:</b> DFAS-DE/W will instruct security guards to operate random patrols to check vehicles, people, and buildings.</p> <p><b>ACTION 24:</b> DFAS-DE/W will remind associates to lock parked vehicles and to institute a positive system of checking before entering and driving a vehicle.</p> <p><b>ACTION 25:</b> DFAS-DE/W will implement additional security measures for high-risk personnel, as appropriate.</p> <p><b>ACTION 26:</b> DFAS-DE/W notifies directors to strictly enforce access to controlled areas, to search all briefcases, packages, handbags, and other containers, and conduct 100% identification checks of personnel.</p> <p><b>ACTION 27:</b> DFAS-DE/W will instruct security guards that all visitors must have an escort for access to the building.</p> <p><b>ACTION 28 - 29:</b> Reserved.</p> <p>-----</p> <p>D. <b>THREATCON CHARLIE</b> - This condition is declared when an incident occurs or when intelligence is received indicating that some form of terrorist action is imminent.</p> <p><b>ACTION 30:</b> DFAS-DE/W will continue all BRAVO THREATCON measures or introduce those outstanding.</p>	<p>DFAS-DE/W</p> <p>DFAS-DE/W</p> <p>DFAS-DE/W</p> <p>DFAS-DE/W</p> <p>DFAS-DE/W</p> <p>DFAS-DE/W</p> <p>DFAS-DE/W</p> <p>DFAS-DE/W</p> <p>DFAS-DE/W</p> <p>DFAS-DE/W</p> <p>DFAS-DE/W</p> <p>DFAS-DE/W</p>	<p>DFAS-DE/WA</p> <p>Sec Gds</p> <p>Directorates</p> <p>Directorates</p> <p>Sec Gds</p> <p>Sec Gds</p> <p>DFAS-DE/MU</p> <p>Directorates</p> <p>Sec Gds</p> <p></p> <p>DFAS-DE/W</p>
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THREATCON IMPLEMENTATION CHECKLIST		
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<b>ACTION 31:</b> DFAS-DE/W will keep available at their places of duty, all associates (electricians, carpenters, etc.) who are responsible for implementing antiterrorist plans.	DFAS-DE/W	
<b>ACTION 32:</b> DFAS-DE/W will limit building access points to an absolute minimum.	DFAS-DE/W	
<b>ACTION 33:</b> DFAS-DE/W will instruct security guards to strictly enforce control of entry and search vehicles entering the service area located in the rear of the Denver Center.	DFAS-DE/W	Sec Gds
<b>ACTION 34:</b> DFAS-DE/W will coordinate with security guards and or local police on positioning of armed guards, as appropriate.	DFAS-DE/W	Sec Gds; Denver Police
<b>ACTION 35:</b> DFAS-DE/W will instruct guards to increase patrolling of the exterior of building 444 and the surrounding areas.	DFAS-DE/W	Sec Gds
<b>ACTION 36:</b> DFAS-DE/W will instruct security guards to direct visitors seeking access to the credit union and barber shop to use off-base facilities to conduct their business.	DFAS-DE/W	Sec Gds
<b>ACTION 37 - 39:</b> Reserved.		
E. <b>THREATCON DELTA</b> - This condition applies in the immediate area where a terrorist attack has occurred or when intelligence has been received that terrorist action against a specific location is likely. Normally, this THREATCON is declared as a localized warning.		
<b>ACTION 40:</b> DFAS-DE/W will continue or introduce all measures listed for THREATCON BRAVO and CHARLIE.	DFAS-DE/W	Sec Gds
<b>ACTION 41:</b> DFAS-DE/W will coordinate security guards augmentation as necessary.	DFAS-DE/W	Sec Gds
<b>ACTION 42:</b> DFAS-DE/W will instruct security guards to identify all vehicles located in the Denver Center rear service area.	DFAS-DE/W	Sec Gds
<b>ACTION 43:</b> DFAS-DE/W will instruct security guards to search all vehicles as well as contents entering the Denver Center rear service area.	DFAS-DE/W	Sec Gds
<b>ACTION 44:</b> DFAS-DE/W will instruct security guards to control building access by positive identification of all personnel.	DFAS-DE/W	Sec Gds

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<b><u>ACTION 45:</u></b> DFAS-DE/W will instruct security guards to search all suitcases, briefcases, packages, etc., brought into the building.	DFAS-DE/W	Sec Gds
<b><u>ACTION 46:</u></b> DFAS-DE/W will instruct security guards to make frequent checks of the exterior of buildings and parking areas.	DFAS-DE/W	Sec Gds
<b><u>ACTION 47:</u></b> DFAS-DE will inform directorates to minimize all administrative trips and visits.	DFAS-DE/W	Sec Gds
<b><u>ACTION 48:</u></b> DFAS-DE/W will maintain contact with Denver Police Department about closing public roads and facilities that might make sites vulnerable to terrorist attack.	DFAS-DE/W	Denver Police